



INDIVIDUAL CONSULTANCY SERVICES

Date: 11 April 2013
Reference: IC-2013-124

Country: State of Palestinian

Type of Consultancy: International

Description of the assignment: Environmental and Facilities Management.

The purpose of this assignment is to (a) establish a series of detailed plans, in full compliance with relevant local regulatory requirements and internationally accepted standards, for a planned temporary forensic science laboratory training facility in the West Bank, and (b) to provide ongoing monitoring and oversight services for the laboratory refurbishment.

Project name: PSEX02 Forensic Human Resource and Governance Development Assistance Project for the Palestinian Authority.

Period of assignment: 41 working days (including 4 travel days as required) within the span of 6 months from May 2013 through October 2013.

Duty Station: Home-based with mission to Ramallah.

You are cordially invited to submit an application as detailed in this Individual Consultancy (IC) Procurement Notice. Please note & abide by the following submission methodology:

Technical proposal	Financial Proposal
<p>Technical proposal for the referred assignment should be submitted at:</p> <p>http://jobs.undp.ps</p>	<p>Financial proposal, using the form found in Annex III, should be sent either via/to e-mail address: quotation.papp@undp.org or to Fax No. 02-6268257</p> <p>(If will be sent through Email: File/Email size should not exceed 5 MB in a single email - proposal could be sent by multiple emails as needed)</p>
<p>Both technical and financial proposals should be submitted on or before 10:00 a.m. on Thursday 25 April 2013 (Jerusalem Time). Late submissions will be rejected.</p> <p>Both the technical and financial proposals should be submitted by the applicant in order to be considered for evaluation. Late and/or incomplete submissions will be rejected.</p>	

United Nations Development Programme

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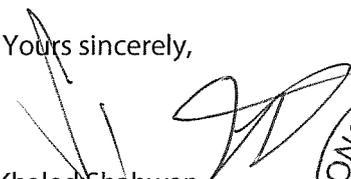


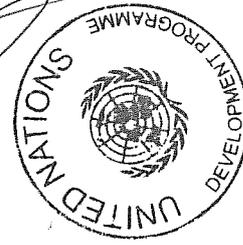
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To enable you to submit a proposal, enclose please find:

- | | |
|-----------|--|
| Annex I | Terms of Reference (TOR) |
| Annex II | Instructions to Applicants |
| Annex III | Financial Proposal Form |
| Annex III | Individual Consultant General Terms and Conditions |

Yours sincerely,


Khaled Shahwan
Deputy Special Representative
(Operations)- UNDP/PAPP





ANNEX I TERMS OF REFERENCE

1. BACKGROUND

In order to support the development of forensic science and forensic medicine capacity within the Palestinian judicial system the United Nations Office on Drugs and Crime (UNODC), in collaboration with the Palestinian National Authority, is currently implementing the project entitled "Forensic Human Resource and Governance Development Assistance for the Palestinian Authority" (hereinafter 'the Project') . The Project is wholly funded by the Canadian International Development Agency (CIDA).

The aim of the Project is to assist the Palestinian National Authority in building the foundation and operational tools for high quality, reliable and sustainable forensic services within the framework of the Palestinian criminal justice system.

Key forensic science services will include drug analysis, firearms evidence examination, tool mark comparison and questioned document examination. These services will be established within a temporary forensic laboratory training facility in the Palestinian Civil Police Headquarters in Ramallah.

2. OBJECTIVES OF THE ASSIGNMENT:

The purpose of the assignment is to provide on-going supervision for the refurbishment of the planned temporary forensic science laboratory training facility and to develop the requisite facilities management, environmental management and Health and safety plans. The assignment includes the following activities:

- Develop a series of plans for the temporary forensic science laboratory, suitable for translation into Arabic, in accordance with local requirements and internationally accepted standards, namely a health and safety plan (including chemical storage and handling), environment plan (including indoor air quality and hazardous emissions detection and monitoring), emergency plan, building maintenance plan, waste management plan (including hazardous waste management) and facilities management plan (including catering, cleaning and caretaking). All plans must be in full compliance with local regulations, Palestinian Civil Police requirements and internationally accepted standards.
- Provide ongoing supervision of engineering designs and building works relating to the temporary forensic science laboratory refurbishment.
- Provide ongoing advice relating to regulatory requirements for building refurbishment in the West Bank.
- Conduct scheduled visits to the temporary forensic science laboratory training facility to monitor the refurbishment and provide ongoing support as appropriate.



3. SCOPE OF WORK:

A comprehensive proposed programme of works should be included in the technical proposal. The programme of works must include a schedule, target dates and take into consideration the following elements:

- Preparation time;
- Travel to Ramallah;
- Training delivery and ongoing mentoring;
- Support in the development of operational quality management policies and manuals that are fit for purpose;
- Conducting regular site visits;
- Finalization of all plans in preparation for publishing.

- **Time Frame**

The following time frame is proposed to be conducted by the consultant based on the below detailed services.

Item	Activity	No. of Days
1	Preparation of consultancy terms of services and contract	1
2	Sharing with UNODC for the negotiations with UNDP to procure their services to implement the project provisions of the TFSL	1
3	Update and review of UNDP prepared RFP/ToR for requesting design services for refurbishment of the TFSL	1
4	Following project tendering and evaluations of bids for procurement of design services	1
5	Following, monitoring, advising, and approving design works for refurbishment of the TFSL	10
6	Following project tendering and evaluations of bids for procurement of construction services for refurbishment of the TFSL	2
7	Preparation of facility plans (EMP, Facility & health and safety plan)	15
9	Assistance to UNODC with the procurement procedure of forensic equipment and tools	4
10	Reporting on the final progress of the work	2
11	4 Visits to TFSL site (4travel days in total) to review construction and meet with UNDP and contractors.	4
	Total	41 days



4. RESPONSIBILITIES:

Deliver work elements listed under 'scope of work' within the stated deadlines.

5. SUPERVISION:

The Consultant will work under the overall guidance and supervision of the Senior Technical Advisor at UNODC Programme Office in East Jerusalem.

6. DELIVERABLES:

- Finalized plans on:
 - Environment;
 - Health and Safety;
 - Waste Management;
 - Emergency procedures
 - Facilities Management.

- Relevant recommendations for follow-up by national counterparts, UNODC project staff and other technical experts (ongoing).

7. PAYMENT TERMS:

Payments will be effected in regular lump-sum instalments and based upon delivery of the services specified in the programme of works and to the satisfaction of the Senior Technical Advisor UNODC.

Milestone	% Payment	Target Date
Submission of a report with recommendations on the review of the IC Design Consultants report, work schedule and bill of quantities.	30 %	3 rd June 2013
Submission of Environmental Plan & Facilities Management Plan	35%	26 th August 2013
Submission of Health and Safety Plan Building Maintenance Plan Waste Management Plan Emergency Plan	35%	25 th October 2013

All payments will be issued upon certification of UNODC ROMENA.



8. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced university degree in Engineering, Environmental Science, Architecture or related subject.

II. Experience:

- Minimum of 10 years' experience in environmental monitoring in the West Bank.
- Experience in facilities management including Health and Safety procedures.
- Knowledge of construction law and regulatory requirements in the West Bank, and compliance with local and internationally accepted standards.
- Experience in supervision and monitoring of engineering designs and building works, in particular relating to laboratory refurbishment.
- Working experience with UN organizations.

III. Competencies:

- Excellent drafting skills;
- Ability to meet deadlines and prioritize multiple tasks.
- Knowledge of UNDP rules, procedures and regulations will be a plus.

IV. Language Skills:

- Excellent writing, editing, and oral communication skills in **both** English and Arabic;



ANNEX II Instructions to Applicants

1. Introduction

UNODC seeks technical proposals from qualified individual consultants to provide consultancy services.

2. Documents comprising the Technical Proposal

Interested individual consultant must submit the following documents/information, which comprises the Technical Proposal:

- (i) Explain why you are the most suitable for the work;
- (ii) Provide a detailed proposal **in English with clear methodology for key activities and anticipated outputs in addition to related reference materials;**
- (iii) Provide personal CV and completed Personal History Form (P11) including all qualifications and past experience in similar projects; and
- (iv) Submit at least two (2) reference letters.

3. Evaluation

Preliminary examination

UNODC will examine the Proposals to determine whether they are complete, and whether they are substantially responsive to the qualification and experience minimum requirements. A Proposal determined as not substantially responsive will be rejected by UNODC and may not subsequently be made responsive by the Applicant by correction of the non-conformity.

Detailed examination

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposals **prior to any financial proposal being opened and compared.**

The technical proposals are evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

Below please find the evaluation form for the technical proposals. The obtainable number of points specified for each evaluation criterion indicates the relative significance of weight of the item in the overall evaluation process.



Evaluation Criteria	Allocated Points
<p><u>Qualification and Experience</u></p> <p>Education and minimum work experience in laboratory design and refurbishment and environmental monitoring</p>	20
<p><u>Level of Expertise:</u> Relevance of:</p> <ul style="list-style-type: none"> - Specialised knowledge on environmental monitoring (5 Points) - Experience in facilities management including Health and Safety procedures (10 Points) - Experience of preparing environmental, facility, H&S plans etc. (10 Points) - Knowledge of construction law and regulatory requirements in the West Bank, (10 Points) - Experience in supervision and monitoring of engineering designs and building works (5 Points) - Working experience with UN organizations (10 Points) 	50
<p>Proposed Methodology:</p> <ul style="list-style-type: none"> - To what degree does the applicant understand the task? (10 points) - Have the important aspects of the task been addressed? (5 points) - Is the framework adopted appropriate for the task? (5 points) - Is the scope of task well defined and does it correspond to the TOR? (5 points) - Is the programme of works well planned, logical, realistic and suitable for the PCP and the project? (5 points) 	30
TOTAL	100

In the Second Stage, UNODC will request Financial Proposals from applicants who attained the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals.



4. Financial Proposal

The financial proposal shall specify a total lump sum amount. The total lump sum shall be **all-inclusive** and shall take into account various expenses incurred by the Consultant during the contract period and shall form the amount of the resulted contract between the winning Consultant and UNODC. No other entitlements will be considered after submission of financial proposals.

The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, all envisaged travel (such as but not limited to all travel to join duty station/repatriation travel), per diems/daily allowances).

Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

5. Award of Individual Contract

The procuring UNODC entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without incurring any liability to the affected applicant or any obligation to inform the affected applicant or applicants of the ground for the UNODC's action.

The procuring entity will award the Individual Contract to the applicant who attained the Highest Combined Technical and Financial score.

The Combined score will be calculated as follows:

The total **technical score** is simply calculated by summing the scores attained for each evaluation criterion in the "evaluation criteria" table.

The **price score** for the financial proposal will be calculated in the following manner:

Where "x" is the price of the lowest proposal

And "y" is the price of any other proposal,

The percentage score for price allocated to the lowest proposal will be 100 points, and to any other proposal x/y times 100

The General mark or combined score for each proposal will be arrived as follows:

The total score of the Technical proposal multiplied by 70% will be added to the Financial Proposal score multiplied by 30%. The candidate whose proposal received the highest combined score will be the successful applicant.



**ANNEX III
REQUEST FOR FINANCIAL PROPOSAL FORM**

Subject: The purpose of this assignment is to (a) establish a series of plans, in full compliance with relevant local regulatory requirements and internationally accepted standards, for a planned temporary forensic science laboratory training facility in the West Bank, and (b) to provide ongoing monitoring and oversight services for the laboratory refurbishment

Your financial offer in USD shall specify a **lump sum figure all inclusive**, and shall take into account various expenses incurred during the contract period and shall form the amount of the resulted contract between the winning Consultant and UNODC. No other entitlements will be considered after submission of financial proposals.

The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, all envisaged travel (such as but not limited to all travel to join duty station/repatriation travel), per diems/daily allowances). **Fee Breakdown should be attached under a separate sheet.**

	Description	Fee (USD)
1.	Submission of a report with recommendations on the review of the IC Design Consultants report, work schedule and bill of quantities.	
2.	Submission of Environmental Plan & Facilities Management Plan	
3.	Submission of Health and Safety Plan Building Maintenance Plan Waste Management Plan Emergency Plan	
	Total Lump Sum (all inclusive) in USD – in numbers:	
	Total Lump Sum (all inclusive) in USD – in words :	
	Name & signature of applicant :	
	Date:	
	Note: The lump sum total fee shall undertake all the tasks (&completion of all the deliverables) as detailed in the relevant Terms of Reference (ToR)	
	Please quote a fee for each deliverable in the table above.	

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IC-2013-124

- 1) Payments will be paid-out in **3** installments upon certification of UNODC responsible officer after for each workshop (refer to payment terms in the ToR).
- 2) Candidate is requested to submit the quotation on or before **10:00 a.m. on Thursday 25 April 2013 (Jerusalem Time)**.

Submissions should be made either via/to e-mail address: quotation.papp@undp.org or to **Fax No. 02-6268257** (If will be sent thru Email: File/Email size should not exceed 5 MB in a single email - quotation could be send by multiple emails as needed). **Any submission of the financial proposal via any other mean will cause the whole application from the candidate to be rejected and disregarded.**

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ANNEX III

INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Available on <http://jobs.undp.ps/>